

## R430-70-10. EMERGENCY PREPAREDNESS.

- (1) The provider shall post the program's street address and emergency numbers, including ambulance, fire, police, and poison control, near each telephone in the facility.

### Rationale / Explanation

*It is easy for caregivers to panic in an emergency situation. The purpose of this rule is so that caregivers have easy and immediate access to phone numbers they might need to use in an emergency, and can give emergency personnel, such as the police or the fire department, the facility's street address. CFOC, pgs. 376-377 Standard 8.077*

### Enforcement

*In areas with 911 service, posting 911 can meet the requirement for posting emergency numbers for ambulance, fire, and police, but not poison control.*

*Emergency numbers can be programed into cell phones; however, these emergency numbers must be posted at least once in the center office, where someone who may not know how to access them in the cell phones can find them.*

*Level 1 Noncompliance: If failure to post this information resulted in an emergency situation in which emergency personnel were not contacted or able to respond in a timely manner.*

*Level 3 Noncompliance otherwise.*

- (2) At least one person at the facility at all times when children are in care shall have a current Red Cross, American Heart Association, or equivalent first aid and infant and child CPR certification.

### Rationale / Explanation

*To ensure the health and safety of children in a child care setting, including during off-site activities, someone who is qualified to respond to common life-threatening emergencies must be present at all times. The presence of such a qualified person can mitigate the consequences of injury and reduce the potential for death from life-threatening conditions. Having these emergency skills, and the confidence to use them, are critically important to the outcome of an emergency situation. CFOC, pgs. 21-22 Standards 1.026, 1.027*

*An equivalent certification will be one that provides both the theory and the a hands-on practice for the CPR training.*

### Enforcement

*The expiration date on the first aid and CPR card determines whether the certification is current.*

*The person with a current first aid certification and the person with a current CPR certification do not have to be the same person.*

*If a provider indicates they **do not have** someone in the facility at all times with the required first aid and/or CPR certification cite this rule. If the provider indicates they **do have** these records for the required individuals, but **cannot find them** during an on-site visit, cite R430-70-9(4)(g) **only** as being out of compliance. If the provider still does not have the required record(s) on the follow-up visit, cite this rule.*

## R430-70-10. EMERGENCY PREPAREDNESS.

*Always Level 2 Noncompliance.*

- (3) The program shall maintain at least one readily available first aid kit, and a second first aid kit for field trips if the program takes children on field trips. A first kit that includes the items specified below must be taken on each field trip. The first aid kit shall include the following items:
- (a) disposable gloves;
  - (b) assorted sizes of bandaids;
  - (c) gauze pads and roll;
  - (d) adhesive tape;
  - (e) antiseptic or a topical antibiotic;
  - (f) tweezers; and
  - (g) scissors.

### Rationale / Explanation

*The purpose of this rule is to ensure programs have the supplies needed to respond to minor injuries of children, while also ensuring that children are not injured by having access to harmful items in the kit. CFOC, pg. 226 Standard 5.093*

### Enforcement

*The first aid kit may be in a box or container without a lid that is placed out of children's reach.*

*Licensors should check one facility first aid kit and one field trip first aid kit (if the program takes children on field trips) for all of the specific items listed, and then check to make sure additional kits are there as required for vehicles. Every individual item doesn't need to be checked for in every first aid kit, just in one main facility kit, and in one field trip kit (if the program takes children on field trips). If the program **always** takes **all** children in the program when they go on field trips, the facility first aid kit and the field trip first aid kit can be the same kit.*

*Items that are elsewhere in the facility because they have recently been taken from the first aid kit to be used to treat a child should not be considered missing from the kit.*

*Always Level 3 Noncompliance.*

- (4) The provider shall have a written emergency and disaster plan which shall include at least the following:
- (a) procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider;
  - (b) procedures for responding to fire, earthquake, flood, power failure, and water failure;
  - (c) the location of and procedure for emergency shut off of gas, electricity, and water;
  - (d) an emergency relocation site where children may be housed if the facility is uninhabitable;
  - (e) a means of posting the relocation site address in a conspicuous location that can be seen even if the facility is closed;
  - (f) the transportation route and means of getting staff and children to the emergency relocation site;
  - (g) a means of accounting for each child's presence in route to and at the relocation site;
  - (h) a means of accessing children's emergency contact information and emergency releases; including contact information for an out of area/state emergency contact person for the child, if available;

## **R430-70-10. EMERGENCY PREPAREDNESS.**

- (i) provisions for emergency supplies, including at least food, water, a first aid kit, and a cell phone;
- (j) procedures for ensuring adequate supervision of children during emergency situations, including while at the program's emergency relocation site; and
- (k) staff assignments for specific tasks during an emergency.

### **Rationale / Explanation**

*Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgement in the stress of an emergency situation. CFOC, pgs. 114-115 Standard 3.049; pgs. 347-348 Standards 8.024, 8.026*

*The requirement for posting the relocation site address in a conspicuous location is so that, in the event of an emergency when the facility has been evacuated, parents coming to the facility will know where the children have been evacuated to.*

*Additional helpful (but not mandatory) emergency supplies could include blankets, a flashlight, and books, toys, or activities to occupy children.*

### **Enforcement**

*Always Level 3 Noncompliance if there is a written emergency and disaster plan, but it is missing one or more of the required topics.*

- (5) The provider shall ensure that the emergency and disaster plan is followed in the event of an emergency.**

### **Rationale / Explanation**

*This rule is closely tied to R430-100-8(5), which requires that either the program director or a designee with written authority to act on behalf of the program director is present at the facility whenever the program is open for care. In an emergency situation, it is crucial that there be a clearly designated line of authority, and that the person in charge directs all staff to carry out the emergency plan as written and practiced. This cannot happen unless staff have regular training in the plan and practice in carrying it out.*

### **Enforcement**

*Level 1 Noncompliance if the failure to follow the written emergency and disaster plan results in injury to a child.*

*Level 2 Noncompliance otherwise.*

- (6) The provider shall review the emergency and disaster plan annually, and update it as needed. The provider shall note the date of reviews and updates to the plan on the plan.**

### **Rationale / Explanation**

*The purpose of this rule is to ensure that the information in the emergency and disaster plan is up-to-date, so that staff do not attempt to follow an out-of-date plan in the event of an emergency.*

## R430-70-10. EMERGENCY PREPAREDNESS.

### **Enforcement**

*Always Level 3 Noncompliance.*

- (7) The emergency and disaster plan shall be available for immediate review by staff, parents, and the Department during business hours.

### **Rationale / Explanation**

*Maintaining calm and composed thinking can be difficult in emergency situations. It is crucial for staff to have access to the written plan to refer to in the event of an emergency. Parents need access to the plan to ensure they understand what procedures the program will follow in the event of an emergency. CFOC, pgs. 347-348 Standard 8.024; pgs. 335-336 Standard 8.005*

*Review of the written policies by the Department is used to determine, in part, the program's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*Always Level 3 Noncompliance.*

- (8) The provider shall conduct fire evacuation drills monthly during each month that the program is open. Drills shall include complete exit of all children and staff from the building.

### **Rationale / Explanation**

*Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.026*

### **Enforcement**

*A fire evacuation drill must be conducted every month that the program is open for one week or longer.*

*Level 1 Noncompliance: If there is not a record of any drills being conducted for each of the previous 12 months, and there is an actual fire in which children were not effectively evacuated.*

*Level 2 Noncompliance: If there is a record of drills conducted for less than 8 of the previous 12 months.*

*Level 3 Noncompliance: If there is a record of drills conducted for 8-11 of the previous 12 months.*

- (9) The provider shall document all fire drills, including:
- (a) the date and time of the drill;
  - (b) the number of children participating;
  - (c) the name of the person supervising the drill;
  - (d) the total time to complete the evacuation; and

## **R430-70-10. EMERGENCY PREPAREDNESS.**

- (e) any problems encountered.

### **Rationale / Explanation**

*Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.026*

*Review of the evacuation records by the Department is used to determine, in part, the program's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*This rule is cited when there is a record of one or more drills having been conducted, but the record does not include all of the information required in this rule.*

*Always Level 3 Noncompliance.*

- (10) The provider shall conduct drills for disasters other than fires at least once every six months that the program is open.**

### **Rationale / Explanation**

*Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.025, 8.026*

### **Enforcement**

*A disaster drill must be conducted once every six months that the program is open.*

*Level 1 Noncompliance: If there is not a record of two drills having been conducted during the previous 12 months, and there is an actual disaster in which children were not effectively evacuated.*

*Level 2 Noncompliance: If there is not a record of two drills having been conducted during the previous 12 months.*

- (11) The provider shall document all disaster drills, including:**
- (a) the type of disaster, such as earthquake, flood, prolonged power outage, tornado;**
  - (b) the date and time of the drill;**
  - (c) the number of children participating;**
  - (d) the name of the person supervising the drill; and**
  - (e) any problems encountered.**

## **R430-70-10. EMERGENCY PREPAREDNESS.**

### **Rationale / Explanation**

*Maintaining calm and composed thinking can be difficult in emergency situations. When emergencies happen, it is important to have a well thought-out and practiced plan in writing that staff can refer to. Having such a practiced plan can prevent poor judgements made in the stress of an emergency situation. Practicing the plan also provides opportunities to identify and work out any problems that arise during practice, before actual emergencies occur. CFOC, pgs. 347-348 Standards 8.024, 8.025, 8.026*

*Review of the evacuation records by the Department is used to determine, in part, the program's compliance with the licensing rules. CFOC, pg. 367 Standard 8.057*

### **Enforcement**

*This rule is cited when there is a record of one or both drills having been conducted, but the record does not include all of the information required in this rule.*

*Always Level 3 Noncompliance.*

**(12) The program shall vary the days and times on which fire and other disaster drills are held.**

### **Rationale / Explanation**

*The purpose of this rule is so that all staff and children, including part-time staff and children, have opportunities to practice the emergency drills, and to ensure that drills are practiced during different routine times, such as meal times, nap times, etc.*

### **Enforcement**

*Always Level 3 Noncompliance.*